



EMPLOYMENT OPPORTUNITY

Vacancy Announcement No. 06-009

THE EXPORT-IMPORT BANK OF THE UNITED STATES

The Official Export Credit Agency of the United States Government

Opening Date: 03/27/06

Closing Date: 04/17/06

Title, Series, Grade: Business Development Specialist, GS-1101-13

Area of Consideration: All Sources

Location: Small Business Group
Business Development Division
New York Regional Office

Full Performance Level: GS-13

Salary Range: GS-13: \$80,954 - \$105,235

Relocation Expenses are NOT Authorized

United States Citizenship Required

Retirement and Benefits Information: This position is covered by the Federal Employee Retirement System (FERS), or the Civil Service Retirement System (CSRS), depending on the status of the selectee. Both systems allow the selectee to participate in the Thrift Savings Plan (TSP), which is a 401(k) type plan. Both FERS and CSRS are defined-benefit retirement plans created by law and backed by the full faith and credit of the U.S. government. The selectee can also participate in health insurance, group life insurance, flexible spending account for health and/or dependent care, long term care insurance, and the Bank's transportation subsidy program.

Summary of Duties: The Export-Import Bank of the United States ("Ex-Im Bank"), an independent Federal agency of approximately 400 employees, is the official Export Credit Agency of the United States government. The agency provides loan guarantee, credit risk insurance, and loans to U.S. exporters, which helps to sustain jobs for many U.S. workers.

The ideal candidate must be able to pursue, prospect, and identify opportunities, and present value-driven sales proposals, and close sales of Ex-Im Bank financial products. The candidate must be able to manage a portfolio of leads, identify and screen them for qualification, provide guidance on export credit and finance needs, and propose value-driven solutions. He/She must be able to orchestrate a wide and varied network of bankers, insurance brokers, City/State partners, trade associations, and US Gov Agencies, bringing these to bear on serving clients and prospects for export credit and financial products.

A high comfort level is necessary with point-of-sale presentations made directly to prospects, oral presentations to large groups, cold calling at trade shows, advocating credit proposals with the various divisions of Ex-Im Bank, and adequately explaining and defending Ex-Im Bank's programs, processes and cultures to exporters, trade associations, and intermediaries. The Candidate is expected to work independently, with minimal supervision. The position requires approximately 30% travel.

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ELIGIBILITY REQUIREMENTS

Basic Qualifications: Eligibility for this position will be based upon a clear demonstration that the applicant has experience of the scope and quality sufficient to effectively carry out the duties of the position. For GS-13: Applicant must have 1 year of specialized experience equivalent to at least the next lower grade level.

SPECIALIZED EXPERIENCE: is any experience that is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Experience may have been gained in such work as negotiating and implementing credit finance agreements; experience selling financial services products, experience engaging in trade finance transactions or similar work.

Evaluation Method: Applicants who meet the eligibility requirement will be further evaluated to determine the extent to which they possess the Knowledge, Skills and Abilities (KSAs) listed below. This score will determine if an applicant is referred for possible interview. Applicants should prepare a concise narrative addressing EACH of the KSAs listed below. Indicate how your experience and/or education provided you with that KSA (i.e., describe relevant (i) specific assignments (including identifying the issue or problem that was the objective of the assignment, your level of responsibility, and the results achieved) or (ii) specific coursework). Responses must be separate from the application form.

1. Demonstrated ability to sell financial services products and meet with prospective clients, banks, brokers and government agencies.
2. Knowledge of banking products, policies, and procedures.
3. Knowledge of trade finance with particular emphasis on export trade and commercial banking practices.
4. Ability to develop and maintain an effective sales plan.
5. Demonstrated ability to communicate effectively in writing and orally, including effective public speaking.

APPLICATION PROCEDURE

How to Apply: Applicants must provide detailed evidence of the possession of the KSAs on a separate sheet of paper. *All application materials must be received by the closing date of this announcement and sent to: Office of Human Resources, 811 Vermont Avenue, NW, Rm. 771, Washington, D.C. 20571. Applicants are encouraged to fax or e-mail application materials given the delays encountered with mail delivery. Applications may be faxed to (202) 565-3627 or emailed to jobapps@exim.gov.*

ALL STATUS CANDIDATES WHO WISH TO BE CONSIDERED UNDER BOTH MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETED APPLICATIONS. WHEN ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER MERIT PROMOTION PROCEDURES ONLY.

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Mandatory Submission for All Applicants: Applicants must submit the following:

1. Form OF 612, "Optional Application for Federal Employment," accessible at http://opm.gov/forms/pdf_fill/of612.pdf; **OR**
2. A resume or other application format of applicant's choice;
3. Supplemental Statement addressing the KSAs; **AND**.
4. **Current and former Federal employees only:** Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held.

Regardless of which application form is submitted, it must include the information listed below or the applicant may not receive further consideration:

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| a. Announcement number, title, and grade(s) of the job for which applying; | related to the position for which applying, job title (include series/grade if Federal position), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), number of hours per week, salary, duties and accomplishments, and indicate whether current supervisor may be contacted; |
| b. Full name, mailing address (with zip code), and day and evening phone numbers (with area code); | i. Job-related training courses (title and year); |
| c. Social Security Number and Citizenship; | j. Job-related skills, for example foreign languages, typing speed, computer software proficiencies; |
| d. Veteran's preference, if eligible | k. Job-related current certificates and licenses; |
| e. Highest Federal civilian grade held, including series and dates held; | l. Job-related honors, awards, and special accomplishments, such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. |
| f. High School – name, city, state and zip code, and date of diploma or GED; | |
| g. Colleges and Universities – name, city, state with zip code, major(s), type and year of any degree(s) received (if no degree, show total credits earned and indicate whether semester or quarter hours); | |
| h. Work experience – including the following information for paid/unpaid work: experience | |

If applicable, also submit the following:

1. Displaced eligibility proof, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or official notification from OPM or agency notice documenting special selection priority status (**MANDATORY SUBMISSION FOR ALL DISPLACED APPLICANTS**).
2. Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held (**MANDATORY SUBMISSION FOR ALL STATUS AND REINSTATEMENT APPLICANTS**).
3. Form DD-214, "Certificate of Release or Discharge From Active Duty," if claiming 5-Point veterans' preference.
4. Form SF-15, "Application for 10-Point Veterans' Preference," if claiming 10-Point veterans' preference, plus the proof required by the SF-15.

Required Prior to Employment: Form OF 306, "Declaration for Federal Employment."

Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP): Displaced employees must meet the following definition of well-qualified:

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Well-qualified employees are those who satisfy all education, experience, and KSA factors for this vacant position. Well-qualified employees are those who meet the above average level range of a three level or four level crediting plan for all KSA factors.

In addition, any well-qualified displaced employee must meet the eligibility criteria set forth below. He or she must:

1. Be a displaced employee;
2. Have a current (or a last) performance rating of record at fully successfully or equivalent;
3. Apply for a vacancy that is (i) at or below the grade level from which the employee is being or may be separated; and (ii) does not have greater promotion potential than the position from which the employee is being or may be separated;
4. Occupy a position in the same local commuting area of the vacancy;
5. File an application for a specific vacancy within the time frame stated on the vacancy announcement;
6. Provide proof of eligibility, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or an official notification from OPM or agency documenting special selection priority status.

Other Information:

1. Applications will not be accepted if submitted via United States Government postage-paid envelopes.
2. Investigations and clearances must be satisfactorily completed to remain in the position.
3. One year probationary period is required.
4. U.S. Citizenship is required.
5. The Bank is a drug-free work place. Many Bank positions are Designated Testing Positions subject to random, periodic testing to ensure the Bank remains a drug-free work place.

The Bank provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at (202) 565-3300 or (202) 565-3729 (TTY). THE DECISION TO GRANT REASONABLE ACCOMMODATIONS WILL MADE BE ON A CASE-BY-CASE BASIS.

THE EXPORT-IMPORT BANK OF THE UNITED STATES IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will receive consideration without regard to race, religion, color, national origin, sex, disability, political affiliation, age, or any other non-merit factor.